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6 SEP 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: [redacted] STAT
Director of Information Services

SUBJECT: OIS Weekly Report (30 August - 5 September 1984)

A. PROGRESS ON ACTION ITEMS

The Information Resources Management Division (IRMD) has completed an audit of the Office of Imagery Analysis' (OIA) Records Management Program. (For previous reporting on this subject, please refer to OIS Weeklies dated 30 May and 7 and 21 June 1984.) The audit found many areas that could be improved and lend themselves to specific change. Managers in every OIA component as well as numerous analysts were interviewed to gain an understanding of OIA's activities, records requirements, and problem areas. A discussion will be held with the Director of OIA and then a report will be prepared and formal recommendations will be made. OIA personnel were very cooperative during the audit.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. (Background: On 27 August I informed you--via an electronically transmitted Memorandum for the Record--about my contact with Mr. Steven Garfinkel, Director, Information Security Oversight Office concerning the late Senator Frank Church's "... papers about the CIA, Vietnam, gun control, and other issues." which are located in the Boise State University library.) Coincidentally, the Classification Review Division (CRD) has received the draft of the Foreign Relations of the U.S. (published by the Department of State) on Vietnam for 1955-57. The draft contains several classified documents that State personnel have found at the University of Montana library. These documents are marked as coming from the "Mansfield Papers." Obviously, Senator Mike Mansfield has given documents to the University of Montana. One of the documents is marked "Series XXII, Box 107, Vietnam" indicating that the Mansfield collection is rather extensive. (COMMENT: While we have no way of knowing at this juncture, we may be facing a similar problem with the Mansfield Papers.)

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2. IRMD's Information Management Branch, and the ADP/RMO, met with Chief, General Operations Branch, ODP, to discuss the increasing volume of computer tapes in the STAT and at the Agency Archives and Records Center (AARC). IRMD representatives explained that the increasing volume has a direct bearing on the storage and disposition of computer tapes which are an important part of both the vital records program and the scheduling of machine-readable records which are two ongoing projects in IRMD. Personnel from the ODP Tape Library are currently taking an inventory of all computer tapes stored at AARC and will provide OIS with the results. Upon receipt of the inventory report, a meeting will be scheduled to discuss specific steps that might be taken to resolve this increasingly difficult problem.

3. The Archives and Records Center has received authorization from the Information Management Staff, Directorate of Operations (DO/IMS) to destroy 234 cubic feet of aperture cards that were part of their vital records collection. These cards are no longer needed because they have been replaced by another storage medium for this information.

4. A representative of IRMD met with representatives from the Public Affairs Office (PAO) and the Records Management Officer from the Office of Legislative Liaison (OLL) to discuss registry requirements for the expected move of PAO elements to Ames Building later this month. OLL currently provides registry support to PAO in Headquarters Building.

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Attachment

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